



UNICAMILLUS

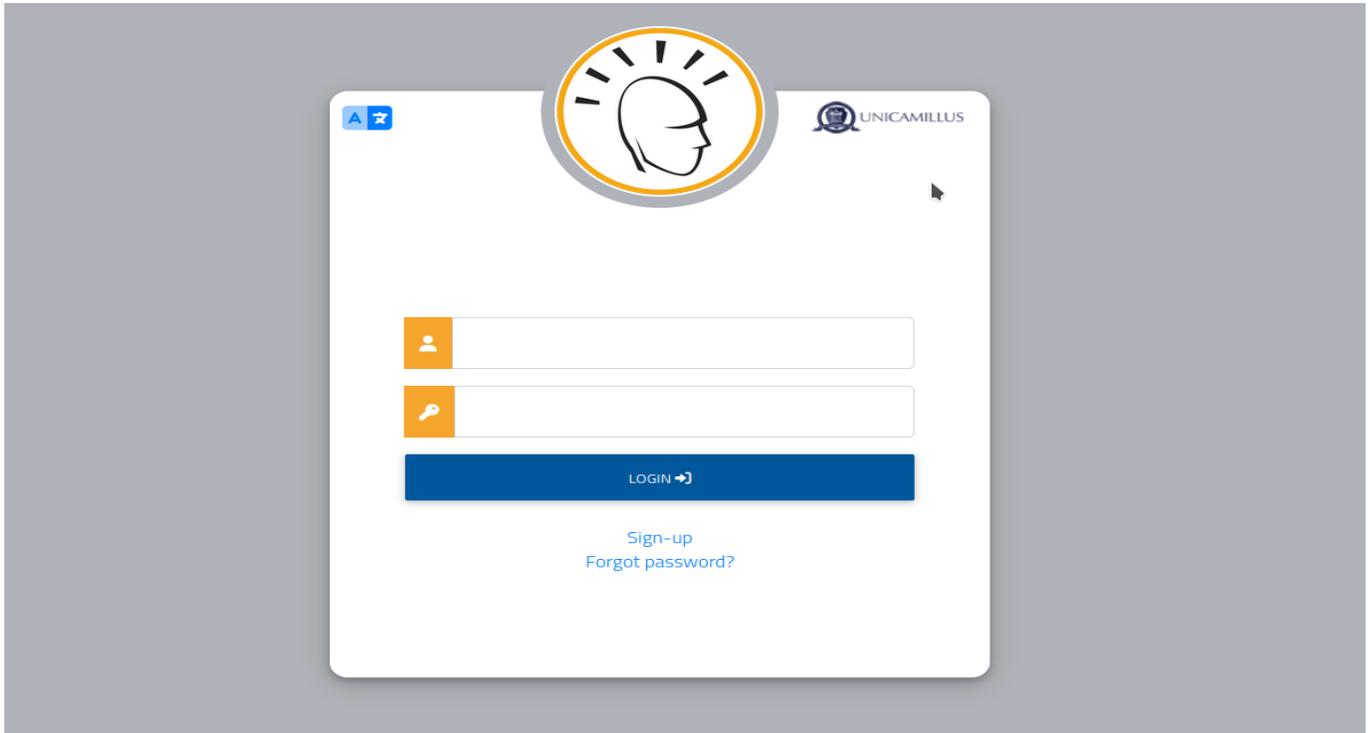
## PRE-REGISTRATION GUIDE

It is recommended to carry out the procedure from a Windows or Android operating system device as the iOS system is not fully supported by the GOMP platform. It is also advisable not to perform the procedure from a cell phone or tablet as the procedure would fail with these.

You must have the following documents with you before proceeding with registration:

- **Photo (maximum 30MB in .jpg or .png format)** - mandatory
- **Identification document (in PDF format)** - mandatory
- **Curriculum Vitae (in PDF format signed and dated)** - mandatory
- **Health Card**- mandatory for Italian students, for foreign students it will suffice to upload a signed self-certification stating that you do not have a social security number.
- **For applicants with degrees earned abroad:** Dichiarazione di Valore in Loco issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of final diploma) or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (by accessing the CIMEA platform) or Diploma Supplement (if it is a European degree) issued by the University of origin and legalized at the Italian Embassy from the country of study- if you have one of these documents you can attach it, otherwise as soon as you acquire it it should be sent to [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org) prima of the end of the Master/Course classes
- **High School Diploma Data with details of achievement** (High School, address, academic year and grade)
- **PDF and Data of the signed and dated Certificate/Autocertification of Graduation obtained with detail of achievement** (University, type of Degree, Degree Course, Degree Class, Academic Year, date of achievement and grade ). N.B. The parchment is not sufficient as it does not contain the required data. In case you are not in possession of the Degree Certificate, please note that the Universities usually deliver it via e-mail in a few days.

1. Log in to the student portal (<https://unicamillus-studenti.gomp.it/Login/Index?ReturnUrl=%2f>) and register by clicking on the "Sign-up" button. **If you have already registered in our portal, please continue from step 4.**



2. You will be redirected to the registration page, where you will have to enter all your personal information, to be confirmed by clicking on the "Proceed" button. Foreign-born students will need to select the "Foreign State" option in the "Province of Birth" section and select the words "foreign student without tax ID number."

New Account  +

Name

Surname

Date of Birth  
mm / dd / yyyy

Municipality or Foreign Country

Place of Birth

Gender  
Select Gender

Taxpayer's code number

Place of Birth

Gender  
Select Gender

Taxpayer's code number

Foreign student without tax code

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Username  
La username sarà inviata per mail a fine registrazione

Password

Confirm Password

Emergency question

Emergency answer

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Emergency question

Emergency answer

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E-Mail

Phone Number

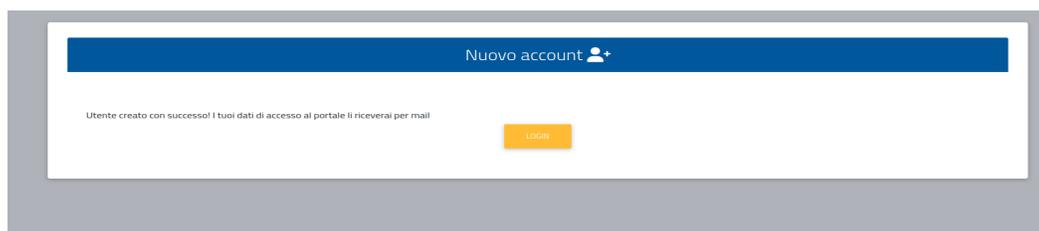
Mobile Number

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Privacy policy acceptance [Informativa privacy](#)  
 I accept the privacy policy

LOGIN PROCEED

3. Once you have completed the registration process, you will be emailed the credentials to access your personal area, which you should keep carefully , if you do not receive them send an email to the address [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org) .

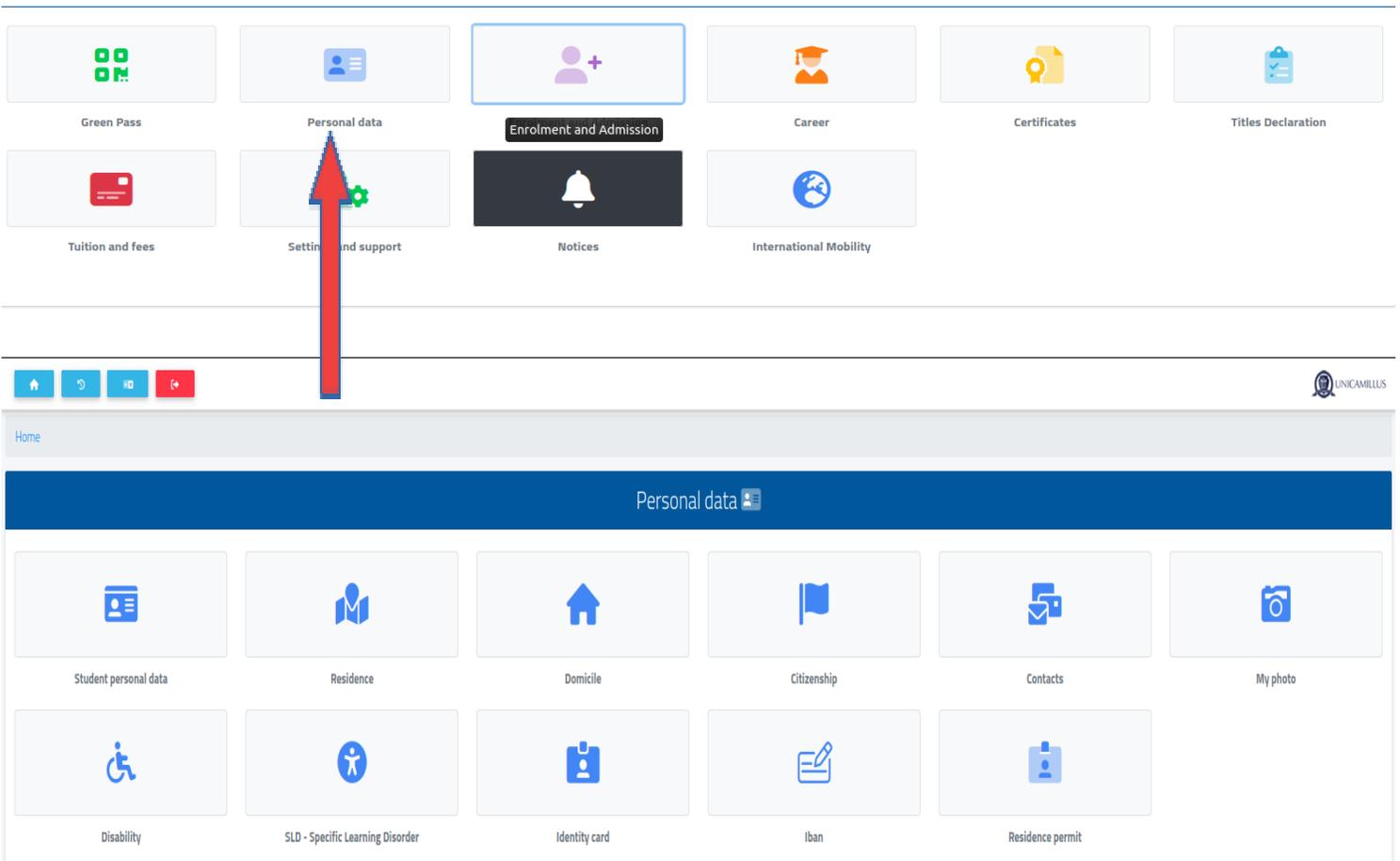


4. Log in with credentials to your personal area on the student portal (<https://unicamillus-studenti.gomp.it/Login/Index>). To change languages, click on the third blue button in the upper left corner.

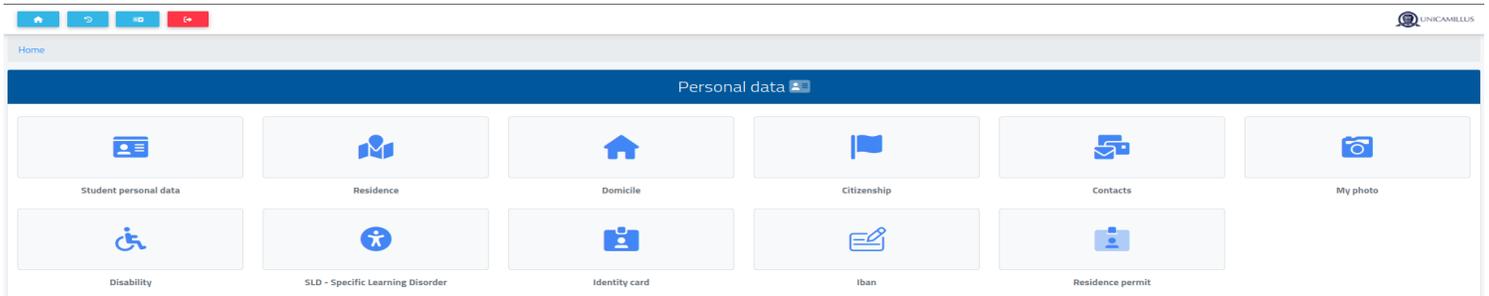


**N.B. If you need to retrieve your credentials, please email us at [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org) specifying first name, last name, admission course.**

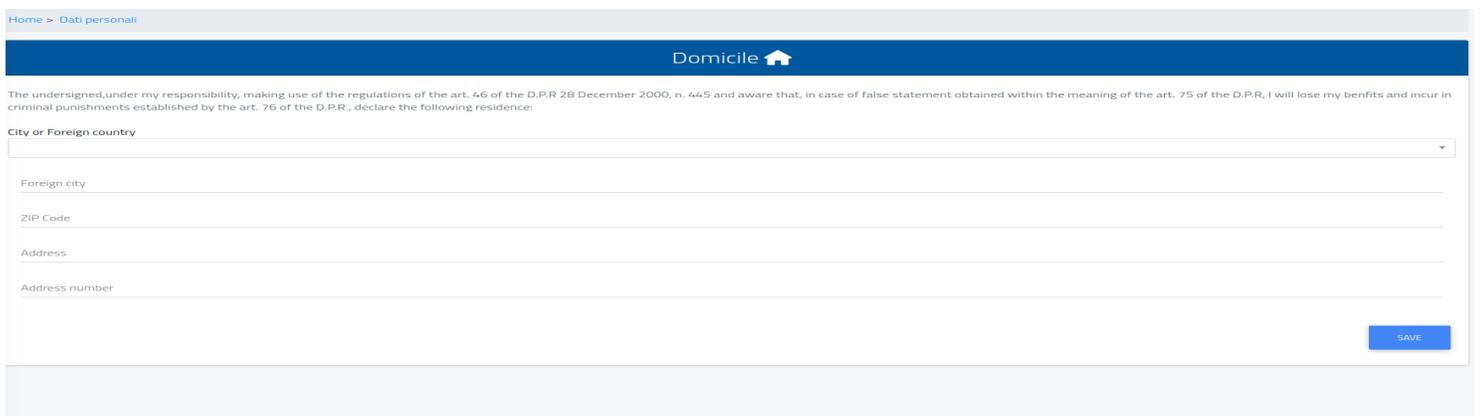
5. In the "Personal Data" section you can enter and/or modify your personal data. In case of an error in entering personal data send an 'email to the address [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org). The following must be entered in the "Personal Data" section: Residence, Domicile, Citizenship, Photo and ID, otherwise the system will freeze and will not let the procedure complete.



6. Click on "Residence" to enter your residential address. If you are a non-EU student, select your home country in the section on municipality.



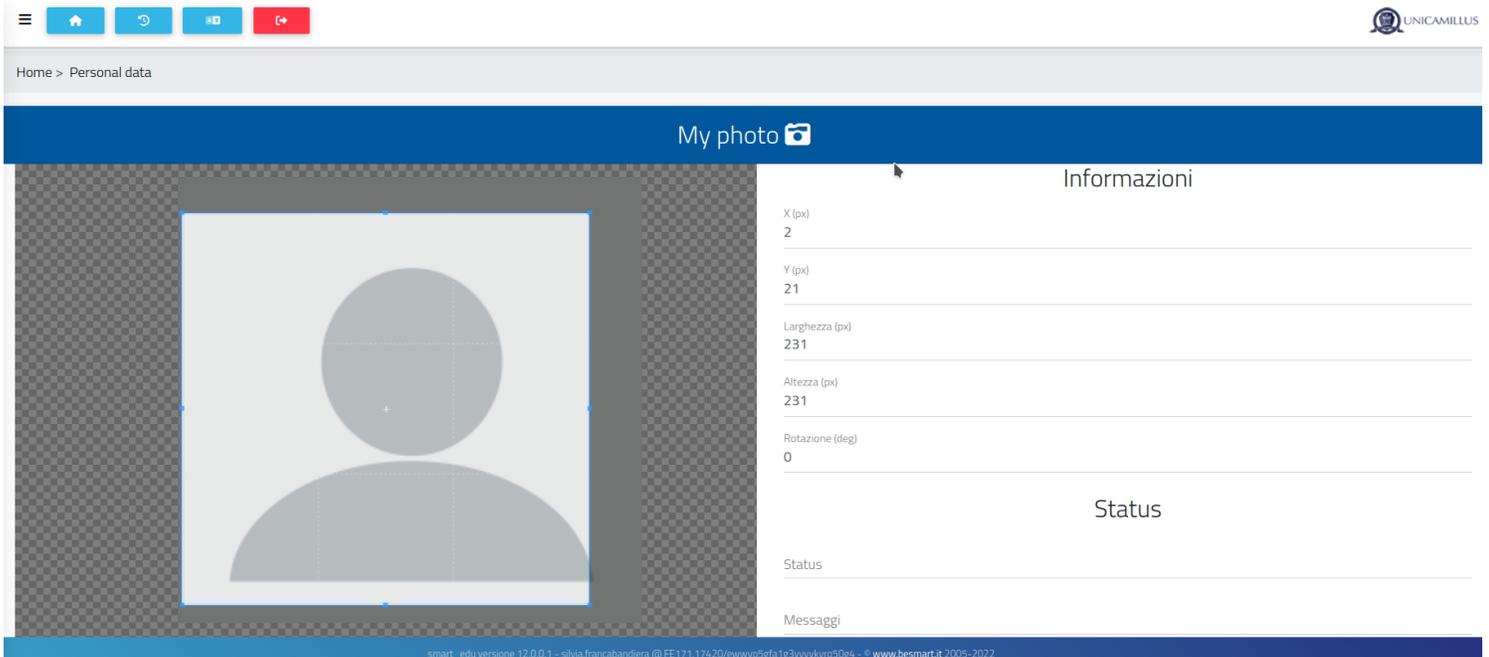
7. In the "Domicile" section you must enter your home address, which may be different from your residence address.

A screenshot of the 'Domicile' form. The form is titled 'Domicile' and includes a disclaimer: 'The undersigned, under my responsibility, making use of the regulations of the art. 46 of the D.P.R. 28 December 2000, n. 445 and aware that, in case of false statement obtained within the meaning of the art. 75 of the D.P.R., I will lose my benefits and incur in criminal punishments established by the art. 76 of the D.P.R., declare the following residence:'. Below the disclaimer are several input fields: 'City or Foreign country' (a dropdown menu), 'Foreign city', 'ZIP Code', 'Address', and 'Address number'. A blue 'SAVE' button is located at the bottom right of the form.

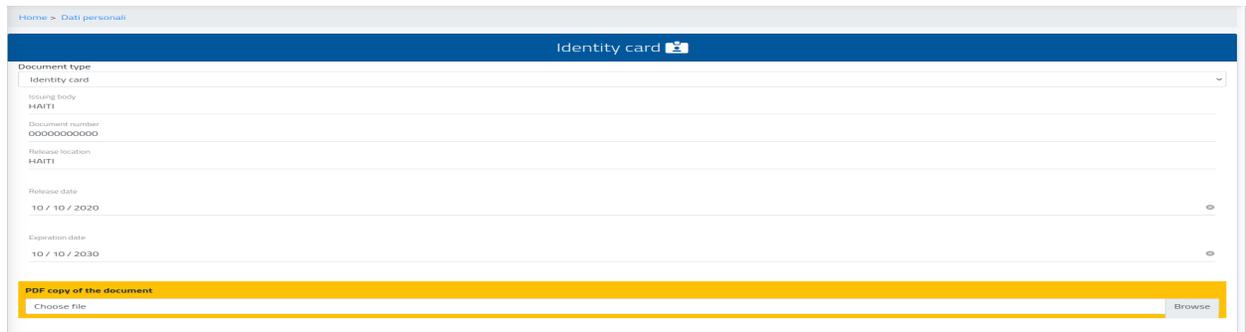
8. In the "Citizenship" section you can enter your citizenship.

A screenshot of the 'Citizenship' form. The form is titled 'Citizenship' and includes a disclaimer: 'The undersigned, under my responsibility (Presidential Decree nr. 445 28-12-2000, artt. 46-47) and aware that lying statement you will lead to benefits' loss and that I will incur into criminal penalties fin case of lying statement (Presidential Decree nr. 445 28-12-2000, artt. 75-76),'. Below the disclaimer is a 'Nationality' dropdown menu with 'Italia' selected. A blue 'SAVE' button is located at the bottom right of the form.

9. In the "My Photo" section, you will need to upload a passport photo of yourself in .jpg or .png format, which will be shown on the left in your personal area, and which will be used for your badge.

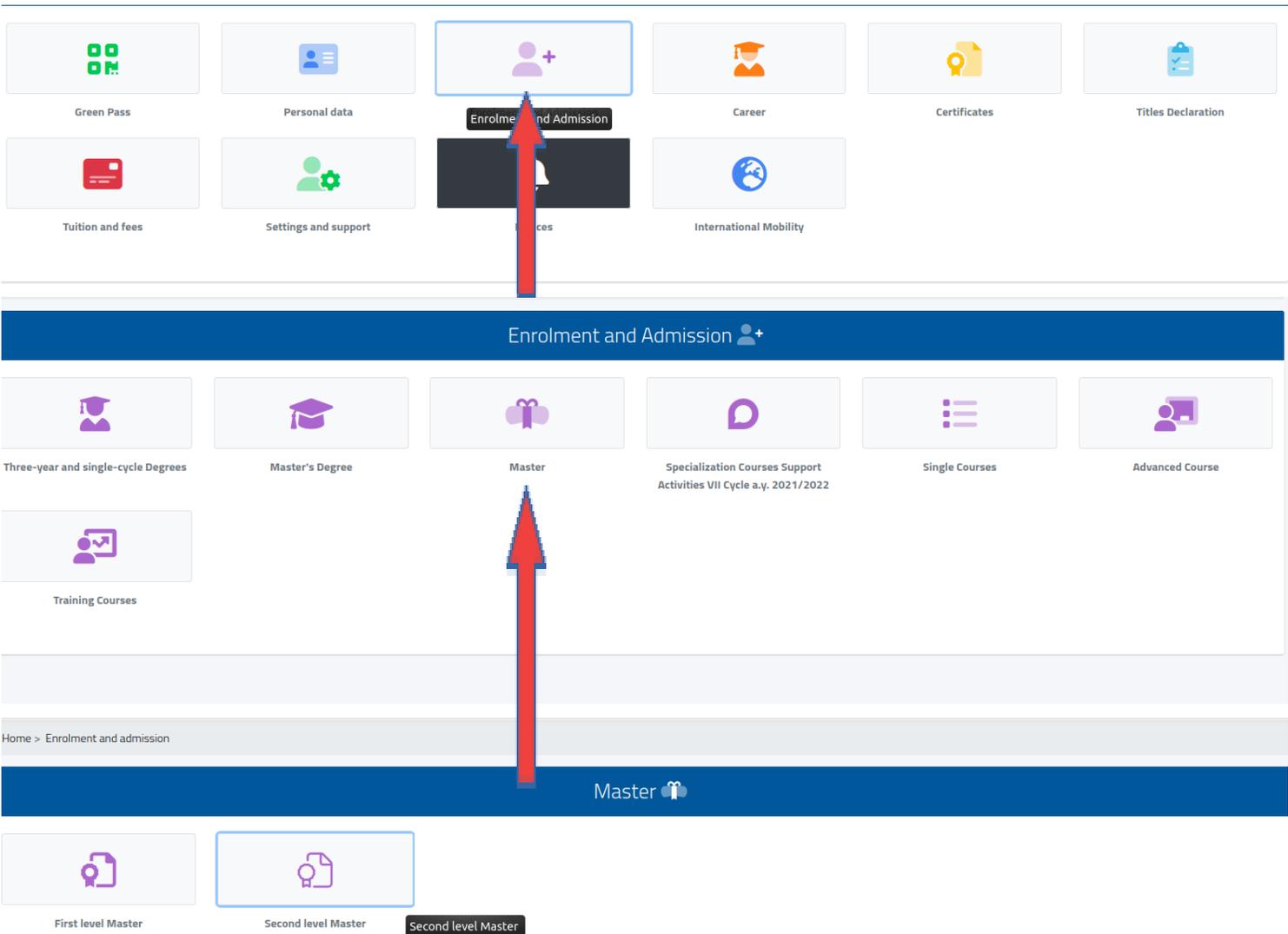


10. Finally, click on "Identity Document" to enter your personal document in .pdf format, whether it is ID Card, Passport, Residence Permit, etc.



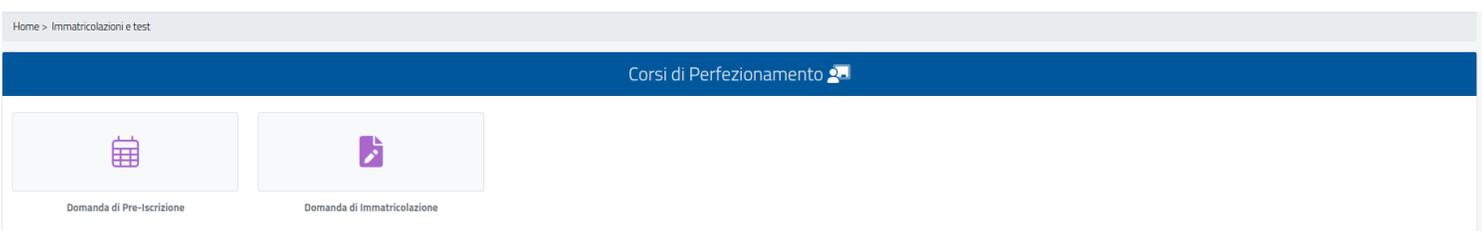
**N.B. Students who would like to add a statement of disability and/or DSA (Specific Learning Disorder) can do so under "Personal Data">"Disability" and "Personal Data">"SLD"**

11. After entering your personal information, return to the Homepage and follow the pathway "Enrolment and Admission"> "Advanced Course" or "Training Courses" >"Pre-Selection Procedure"> or "Enrolment and Admission">"Master">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Pre-Enrollment Application"



The screenshot shows the navigation path for Master's degree enrollment. It starts with a grid of icons: Green Pass, Personal data, Enrolment and Admission (highlighted with a red box and arrow), Career, Certificates, Titles Declaration, Tuition and fees, Settings and support, and International Mobility. Below this is a blue header for "Enrolment and Admission" with a plus icon. Underneath are icons for Three-year and single-cycle Degrees, Master's Degree, Master (highlighted with a red box and arrow), Specialization Courses Support Activities VII Cycle a.y. 2021/2022, Single Courses, and Advanced Course. A "Training Courses" icon is also visible. A breadcrumb trail shows "Home > Enrolment and admission". Below this is a blue header for "Master" with a plus icon. At the bottom are icons for First level Master, Second level Master (highlighted with a red box and arrow), and a "Second level Master" button.

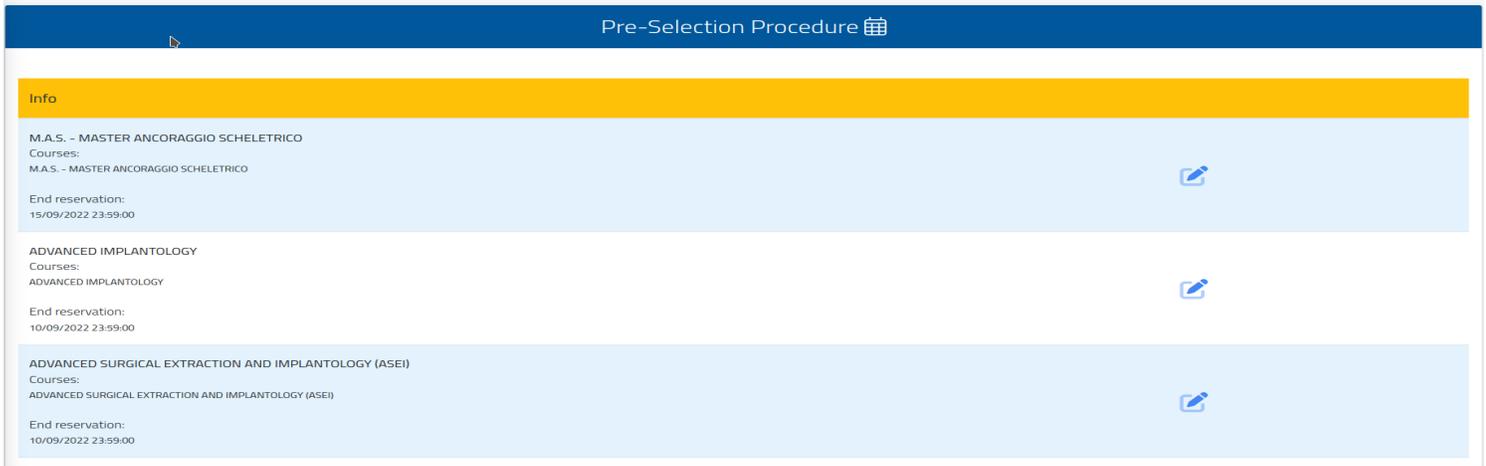
### 11.A Select "Pre-Enrollment Application"



The screenshot shows the "Corsi di Perfezionamento" section. It has a breadcrumb trail "Home > Immatricolazioni e test". Below the blue header are two icons: "Domanda di Pre-iscrizione" (calendar icon) and "Domanda di Immatricolazione" (document icon).



12. Select the course you are interested in and click on the blue button to the right



Pre-Selection Procedure

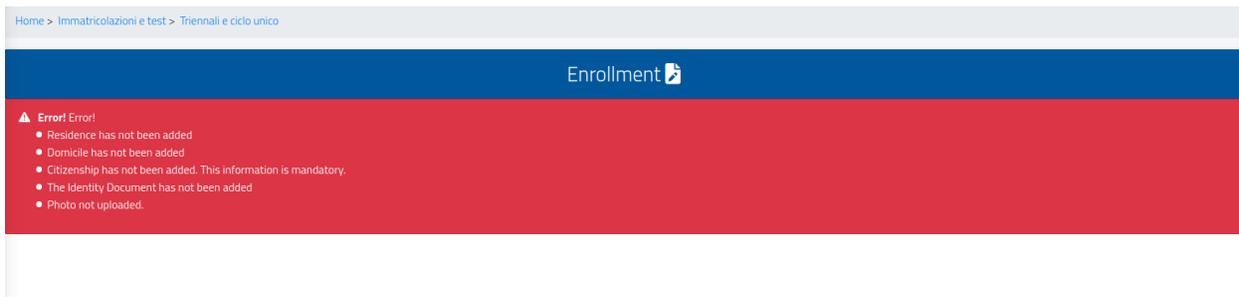
**Info**

M.A.S. - MASTER ANCORAGGIO SCHELETRICO  
 Courses:  
 M.A.S. - MASTER ANCORAGGIO SCHELETRICO  
 End reservation:  
 15/09/2022 23:59:00

ADVANCED IMPLANTOLOGY  
 Courses:  
 ADVANCED IMPLANTOLOGY  
 End reservation:  
 10/09/2022 23:59:00

ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)  
 Courses:  
 ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)  
 End reservation:  
 10/09/2022 23:59:00

13. If the system shows this message in red, you will have to enter some missing personal data: go back to the Homepage, go to "Personal Data," and enter the required information in the sections "Residence," "Domicile," "Citizenship," "My Photo," and "ID Document."



Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment

**Error! Error!**

- Residence has not been added
- Domicile has not been added
- Citizenship has not been added. This information is mandatory.
- The Identity Document has not been added
- Photo not uploaded.

14. After insert the missing personal date, and have done again the percourse: "Enrolment and Admission"> "Advanced Course" or "Training Courses" >"Pre-Selection Procedure"> or "Enrolment and Admission">"Master">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Pre-Enrollment Application" > Select the course you are interested in and click on the blue button to the right. At this point you will be shown a summary of the Master/Course of your interest, click on the "Confirm" button



Pre-Selection Procedure

← Choice →

Academic Year  
2022/2023

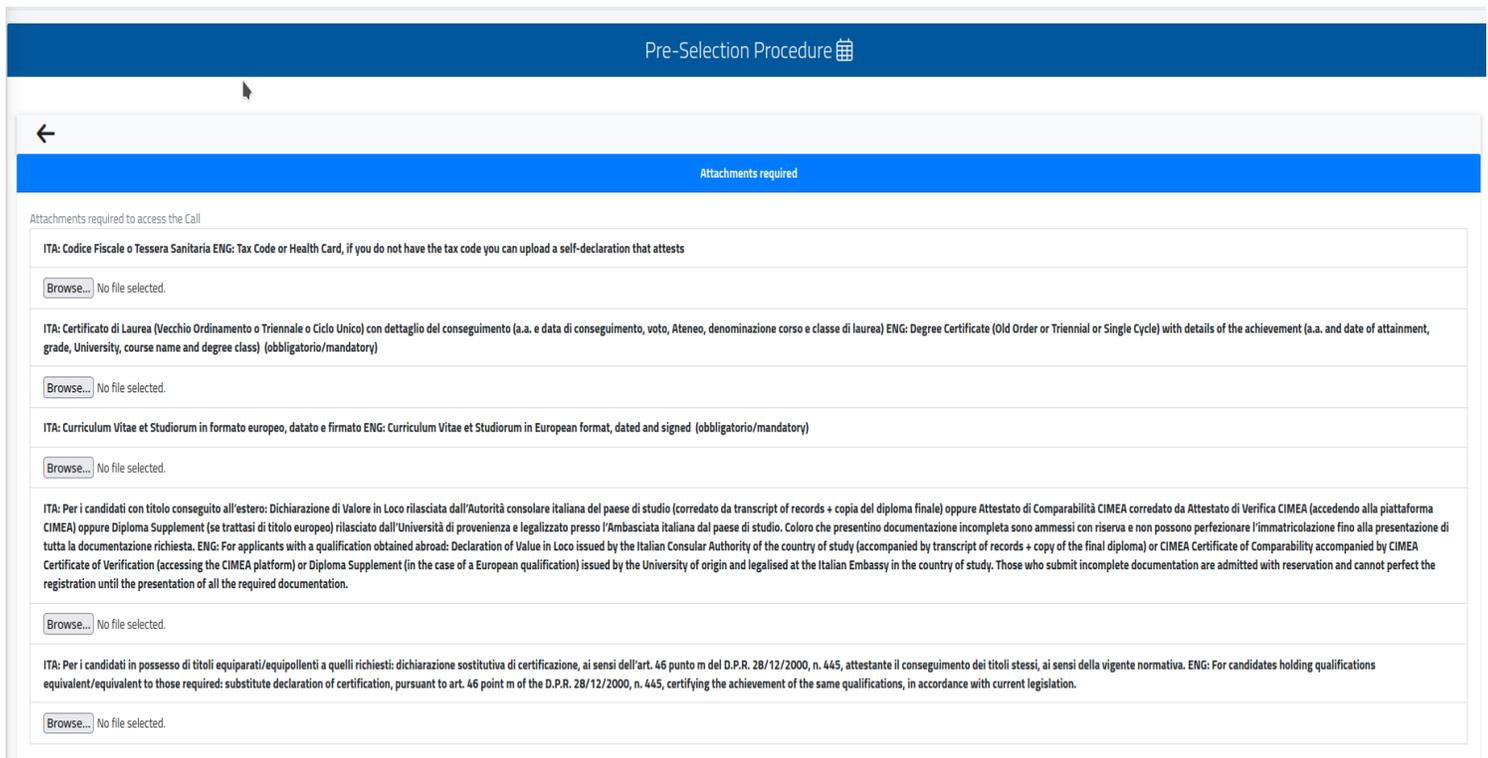
Denomination  
ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)

Link

CANCEL CONFIRM

15. Enter the **required mandatory attachments**: Curriculum Vitae, Degree Certificate, Tax Code (for foreign students it will be sufficient to upload a signed self-certification stating that you do not have a tax code) .

For applicants with a degree obtained abroad if you have one of the documents attesting to the equivalence of the degree you can upload it ( Dichiarazione di Valore in Loco issued by the Italian Consular Authority of the country of study or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification or Diploma Supplement for European degree), if you do not have at the time of pre-registration this document when you acquire it will have to be sent to the address [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org), This is to be done before the end of the Master/Course classes.



Pre-Selection Procedure

Attachments required

Attachments required to access the Call

ITA: Codice Fiscale o Tessera Sanitaria ENG: Tax Code or Health Card, if you do not have the tax code you can upload a self-declaration that attests

Browse... No file selected.

ITA: Certificato di Laurea (Vecchio Ordinamento o Triennale o Ciclo Unico) con dettaglio del conseguimento (a.a. e data di conseguimento, voto, Ateneo, denominazione corso e classe di laurea) ENG: Degree Certificate (Old Order or Triennial or Single Cycle) with details of the achievement (a.a. and date of attainment, grade, University, course name and degree class) (obbligatorio/mandatory)

Browse... No file selected.

ITA: Curriculum Vitae et Studiorum in formato europeo, datato e firmato ENG: Curriculum Vitae et Studiorum in European format, dated and signed (obbligatorio/mandatory)

Browse... No file selected.

ITA: Per i candidati con titolo conseguito all'estero: Dichiarazione di Valore in Loco rilasciata dall'Autorità consolare italiana del paese di studio (corredato da transcript of records + copia del diploma finale) oppure Attestato di Comparabilità CIMEA corredato da Attestato di Verifica CIMEA (accedendo alla piattaforma CIMEA) oppure Diploma Supplement (se trattasi di titolo europeo) rilasciato dall'Università di provenienza e legalizzato presso l'Ambasciata italiana dal paese di studio. Coloro che presentino documentazione incompleta sono ammessi con riserva e non possono perfezionare l'immatricolazione fino alla presentazione di tutta la documentazione richiesta. ENG: For applicants with a qualification obtained abroad: Declaration of Value in Loco issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of the final diploma) or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (accessing the CIMEA platform) or Diploma Supplement (in the case of a European qualification) issued by the University of origin and legalised at the Italian Embassy in the country of study. Those who submit incomplete documentation are admitted with reservation and cannot perfect the registration until the presentation of all the required documentation.

Browse... No file selected.

ITA: Per i candidati in possesso di titoli equiparati/equipollenti a quelli richiesti: dichiarazione sostitutiva di certificazione, ai sensi dell'art. 46 punto m del D.P.R. 28/12/2000, n. 445, attestante il conseguimento dei titoli stessi, ai sensi della vigente normativa. ENG: For candidates holding qualifications equivalent/equivalent to those required: substitute declaration of certification, pursuant to art. 46 point m of the D.P.R. 28/12/2000, n. 445, certifying the achievement of the same qualifications, in accordance with current legislation.

Browse... No file selected.

Scrolling down, you will find the section where you will enter the mandatory data related to your **bachelor's degree and high school diploma**.

**You will not be able to proceed with matriculation if these details are not filled in.**

- 15.A Enter the **Secondary School Diploma** in the "**Extremes of Entry Title**" section by clicking on "Other Actions "and "Add Title">"Confirm" . If you need to change the data, click on "Other Actions">"Edit Title."



Details of the title

Information about the title Institute

NESSUN DIPLOMA INSERITO

ALTRE AZIONI

Aggiungi titolo

Modifica titolo

- **High school diploma obtained in Italy:**

Add the details of the title

Institute Details

Foreign institution

Institute Name

VIRGILIO - LICEO CLASSICO (ROMA)
▼

Title Information

Title Denomination

CLASSICO
▼

Year

2011/2012
▼

Grade	Base Grade
92	100

Cum Laude

CONFIRM

- Institute name (example: To find the institute "Giosuè Carducci" in Volterra, just type the word "Carducci" and select the correct institute in the city of Volterra from the dropdown)
- Title name (example: for "scientific high school" or "classical high school" write one word "scientific" or "classical" and of for "scientific high school" or "scientific baccalaureate" and select the full name of the title name from the drop-down)
- School year of achievement (example: 2009/2010)
- Final grade (in the item "Grade" indicate the grade achieved, in the item "Grade base" indicate the maximum grade, in the case of Italian diploma obtained before the academic year 1997/1998 grade base 60, in the case of Italian diploma obtained since the academic year 1998/1999 grade base 100)

- **High school diploma earned abroad:** as first thing, flag the check mark on the square shown next to "Foreign/Unlisted Institute" then fill in the data as below:

Add the details of the title

Institute Details

Foreign institution

Province of the Institute

▼

Municipality or Foreign Country

▼

Foreign Institute Denomination

Address of the institute

Institute Street Number

ZIP code

Title Information

Title Denomination

▼

Year

2011/2012
▼

Grade	Base Grade

Cum Laude

CONFIRM

- Province of the Institute (click on the string and type a single word "Foreign" and select "Foreign Country")
- Municipality or foreign country (click on the string and write one word and select the country of interest, example: for "United Kingdom" write "United" and select the country of interest)
- Foreign institute denomination (write the name of the institution)
- Address of the Institute
- Institute street number
- ZIP code
- Title denomination (write "foreign" and select "Foreign Diploma")
- Year (click on the string and select your academic year of achievement, example :2014/2015)
- Grade and Base Grade (write down the grade you earned and the maximum grade obtainable)

UniCamillus – Saint Camillus International University of Health Sciences – Via di Sant’Alessandro 8 - 00131 Roma  
 www.unicamillus.org info@unicamillus.org PEC: unicomillus@pec.it Tel. +39 06 40 06 40 Codice Fiscale 97962900581 P.Iva. 15031161001

10

- 15.B Enter the **University Title** in the section "**Select the title earned. It must be one of the qualifications provided for access to the degree program**" by clicking on "Other Actions "and "Add Title">"Confirm". If you need to change the data, click on "Other Actions">"Edit Title." NB. Under the blue string there are the Degree Classes required to access the Master/Course, if your degree title is different send an email to [postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org) asking if it is accepted for the Master/Course of your interest, otherwise the system not recognizing the class will not let the procedure finish.

Seleziona il titolo conseguito. Deve essere uno dei titoli previsti per l'accesso al corso di laurea

Classi ammesse: LM-46 Odontoiatria e protesi dentaria, 52/S Specialistiche in odontoiatria e protesi dentaria, L/SNT3 Professioni sanitarie tecniche, L/SNT1 Professioni sanitarie, infermieristiche e professione sanitaria ostetrica

ALTRE AZIONI ▾

Anno accademico	Dettagli	Voto
NESSUN TITOLO UNIVERSITARIO		

- **Bachelor's degree obtained in Italy:**

Main data of the academic qualification

Academic Year (xxxx/yyyy es. 2013/2014)\*

Date of achievement (gg/mm/aaaa es. 01/12/2010)\*  
mm / dd / yyyy

Foreign University

University\*

Course of Study\*  
Course of Study

Type of Title\*

Degree Class\*

— The fields with the \* are mandatory

Final mark or result




Attachment

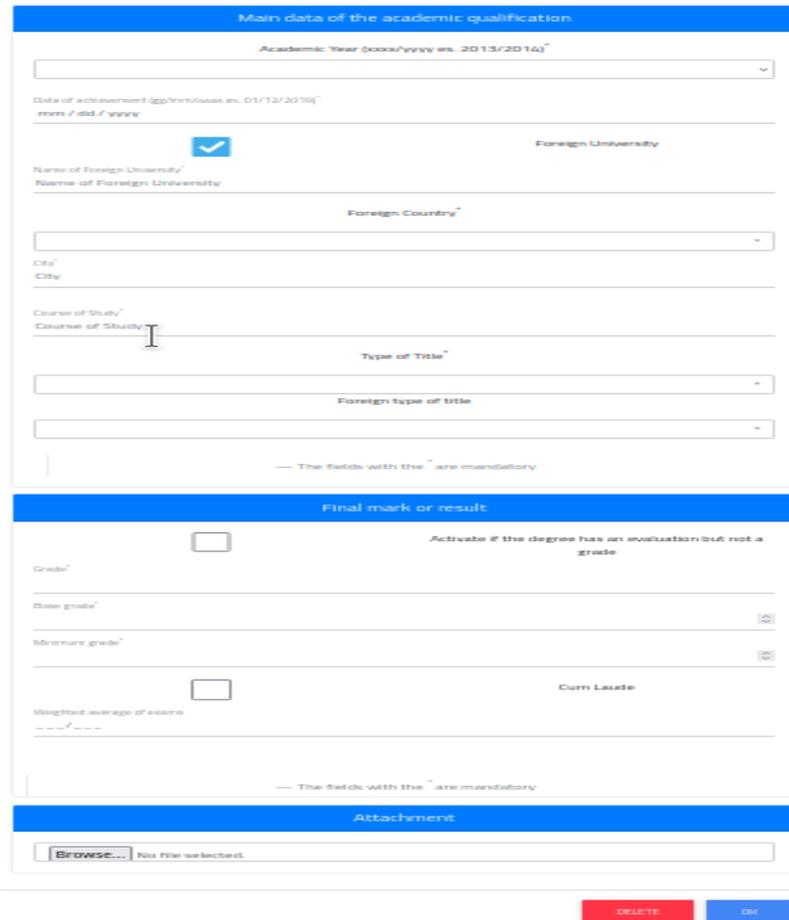
Browse... No file selected.
 
DELETE
OK

- Academic Year (click on the string and select your academic year of achievement, example :2014/2015)
- Date of achievement (write date of graduation month/day/year example 05/31/2015)
- University (write one word , the city of the university, only one word, of the full name, example: for Tor Vergata University of Rome write "Rome" and select the full name from the drop-down menu)
- Course of study (write title of degree earned, example: Bachelor's Degree in Medicine and Surgery)
- Type of Title (starting to type a word example: type "Triennial" for Bachelor's Degree, type "Master's" for Master's Degree , type "Old" for Old Degree, a drop-down will come out and select the desired item )
- Degree class (enter the class of your degree, if you do not have this information just Google "Graduating class medicine and surgery" and the designated class will come up)

examples:

- for Bachelor of Science in Nursing/Obstetrics write L/SNT1, for Master of Science in Nursing/Obstetrics LM/SNT1,
  - for Master's degree in medicine/obstetrics new system write LM-41 old system write 46/S,
  - for Master's Degree in Dentistry new system write LM-46 old system write 52/S,
  - for Bachelor's Degree in Speech Therapy write L/SNT2,
    - for Degree in Technical Health Professions write L/SNT3, for master's degree write LM/SNT3,
    - for Degree in Health Professions of prevention write L/SNT4, for magistral write LM/SNT4
- Final mark or result (In the "Grade" field, write the grade of your completed degree, in the "Base Grade" item, indicate the maximum grade expected )
  - Attachment (upload PDF degree certificate issued by the university where you received your degree, in case you do not have this please note that the universities usually deliver it via email in a few days, otherwise upload a dated and signed self-certification in which you indicate university name, type of degree, degree course, degree class, academic year, date of graduation and grade) PLEASE NOTE: Parchment is not sufficient as it does not contain the data required by the Ministry of Education.

- **Foreign University Degree:** as first thing, flag the check mark on the square shown next to "Foreign University" then fill in the data as below:



- Academic Year (example: 2014/2015)
- Date of achievement (example 01/05/2015)
- Name of Foreign University (write full name of the Athenaeum, example: Our Lady of Good Counsel University)
- Foreign country (starting to type your country will bring up a drop-down, select the country of your university)
- City (write city athenaeum)
- Course of study (write title of degree earned, example: Bachelor's Degree in Medicine and Surgery)
- Type of title (start typing "Foreign" will bring up a drop-down select "Foreign Degree" )
- Foreign Type of title (writing your country will come out the types provided by it, select your own, example : writing "UK" I select "Ordinary/pass/general bachelor degree-United Kingdom")
- Final mark or result (In the "Grade" field, write the grade of your earned degree, in the "Grade base" item, indicate the maximum

- grade expected , in the “Minimun grade” write the minimun grade expected)
- **Attachment** (upload PDF degree certificate issued by the university where you received your degree, in case you do not have this please note that the universities usually deliver it via email in a few days, otherwise upload a dated and signed self-certification in which you indicate university name, type of degree, degree course, degree class, academic year, date of graduation and grade) PLEASE NOTE: Parchment is not sufficient as it does not contain the data required by the Ministry of Education).

16. After entering your Degree and Diploma information, download all the documentation required for pre-registration in the "Announcement Templates to download fill in and upload" section:

### Privacy Policy Form (mandatory)

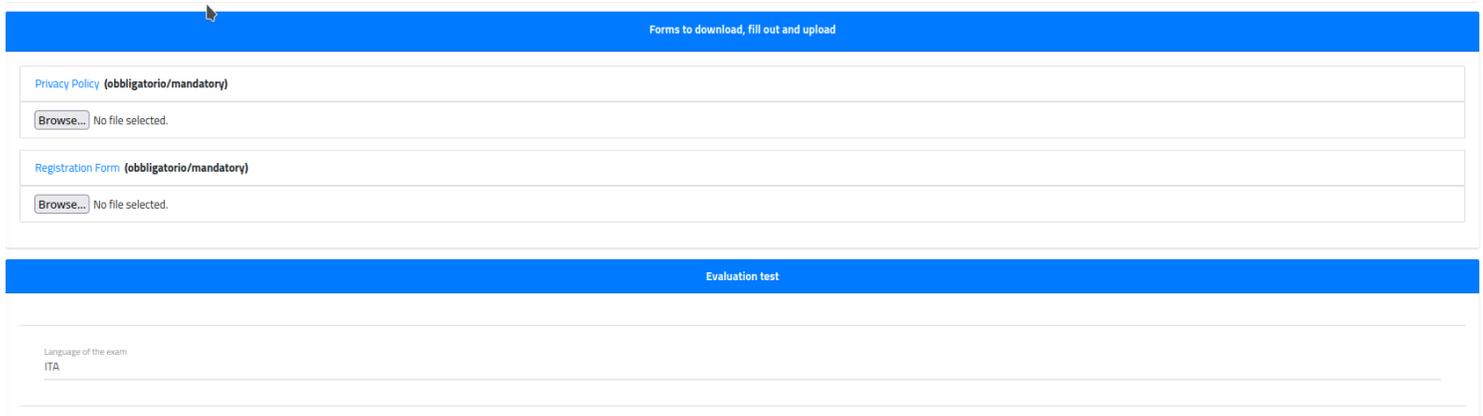
### Application Form (mandatory)

To download the 2 files click on these blue headings, fill them in all its fields, sign them, scan them and upload them in PDF format. Making sure the file size does not exceed 30MB.

To upload a file, click on the gray "Browse" button and select a file in .pdf format

Once uploaded, click on the "Save" button

In the section “Language of the exam” don’t worry if there’s write ITA, if on website of UniCamillus there’s write English, is that the language of the Master/Course, this is an error of gomp portal.



Forms to download, fill out and upload

Privacy Policy (obbligatorio/mandatory)

Browse... No file selected.

Registration Form (obbligatorio/mandatory)

Browse... No file selected.

Evaluation test

Language of the exam  
ITA

**It will not be possible to proceed with pre-registration if all mandatory documents have not been completed and uploaded.**

17. After this step, you will find listed any payments expected for pre-enrollment, and you will be able to submit the application by clicking on the blue "Confirm" button. You will then be redirected to the pre-enrollment application receipt, which you will need to confirm by clicking the blue "Confirm" button at the bottom right again. You can download the receipt by clicking on the blue "Download Receipt" button.

Payments			
Code	Payment Description	Amount	Expiration
MASTER1	FIRST INSTALLMENT	3000 €	20/01/2023
BOLLO	BOLLO IMMATRICOLAZIONE	16 €	20/01/2023
BOLLO PERGAMENA	BOLLO PERGAMENA	16 €	20/01/2023
SEGRETERIA	DIRITTI DI SEGRETERIA	18 €	20/01/2023

BACK
CONFIRM

Home > Immatricolazioni e test > Triennali e ciclo unico

### Domanda di immatricolazione

Ricevuta della domanda di immatricolazione

La domanda di immatricolazione è stata inviata con successo il giorno 25/06/2021 alle ore 15:42, con numero di invio 331659.11 e codice di autentica 5BC1198AB708DAB8F65054DED9005B723F78C39DC9E0442A2F79C261D3CA498



SCARICA LA RICEVUTA

18. If pre-registration involves payments, go back to the Homepage and follow the path "Tuition and fees">"Payments"

Home

silvia francabandiera -

  
Green Pass

  
Personal data

  
Enrolment and Admission

  
Career

  
Certificates

  
Titles Declaration

  
Tuition and fees

  
Settings and support

  
Notices

  
International Mobility

Home

### Tuition and fees

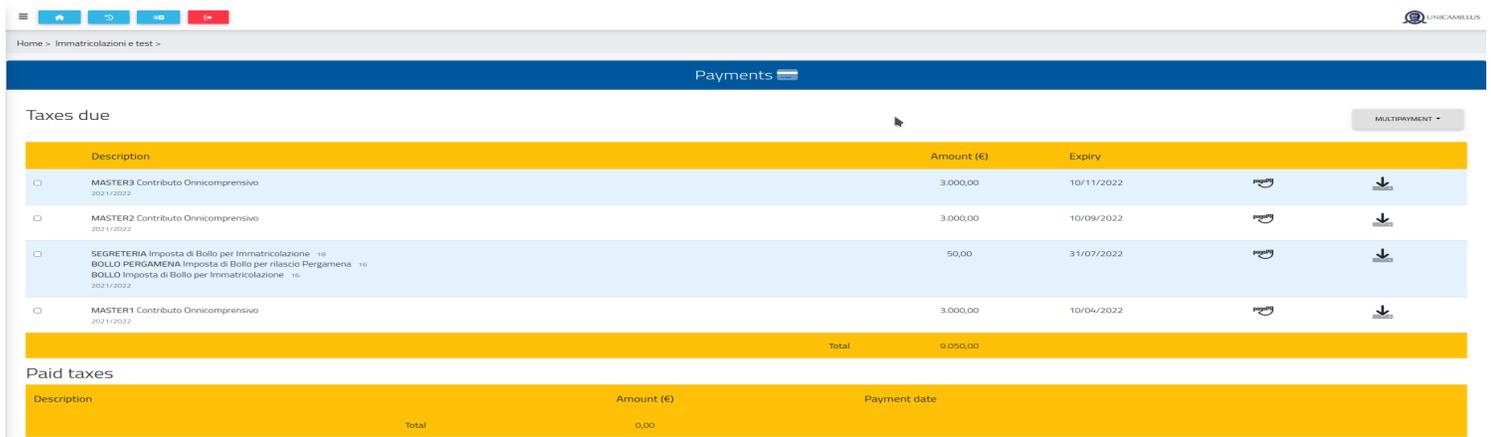
  
Payments

  
I.S.E.E

  
Exemptions

19. In the "Payments" section you can view payments and their due dates, and pay the amounts by

checking the box to the left of the installment of interest and selecting the payment method.



Description	Amount (€)	Expiry
<input type="checkbox"/> MASTER3 Contributo Onnicomprensivo 2021/2022	3,000.00	10/11/2022
<input type="checkbox"/> MASTER2 Contributo Onnicomprensivo 2021/2022	3,000.00	10/09/2022
<input type="checkbox"/> SEGRETERIA Imposta di Bollo per Immatricolazione 19 BOLLO PERGAMENA Imposta di Bollo per rilascio Pergamena 16 BOLLO Imposta di Bollo per Immatricolazione 16 2021/2022	50.00	31/07/2022
<input type="checkbox"/> MASTER1 Contributo Onnicomprensivo 2021/2022	3,000.00	10/04/2022
<b>Total</b>	<b>9,050.00</b>	

Description	Amount (€)	Payment date
<b>Total</b>	<b>0.00</b>	

19.a Click on the "pagoPA" button and you will be redirected to the pagoPA website, where you can pay via PayPal, Satispay, debit/credit/debit card, or by entering your bank account information.



19.b By clicking on the button to the right you can download the PDF file of the CBILL bulletin, containing all the payment information, which you can use to pay from home banking apps or at any affiliated business in Italy (post offices, bank counters, tobacconists, newsstands, supermarkets, etc.).



20. Once payment is made, the pre-registration process will be finished.

**Following the closing of pre-registration, you will receive an email from the secretariat ([postlaurea@unicamillus.org](mailto:postlaurea@unicamillus.org)) notifying you of the activation of the Master/Course and registration information, or if it is not activated due to failure to reach the minimum number of enrolled students, you will still be notified by email**  
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